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Status of Records Control Schedules

DDS Area

Office	Prepared	Audited	Temporary	Permanent
DDS	Sept 1956	May 1958	73 %	27 %
Special Planning Ass't	March 1959	-------	100	-----
Communications	Nov 1957	-------		
STAT [redacted]	March 1960	-------	95.6	4.4
Training	May 1956	Aug 1958	98.0	2.0
Comptroller	July 1957	April 1961		
General Counsel	April 1954	April 1961	95.0	5.0
Personnel	Aug 1956	Sept 1960	96.7	3.3
Audit	April 1954	March 1957	68.0	32.0
Logistics	Feb 1957		98.0	2.0
Management *	Sept 1956	Feb 1961	79.0	21.0
Medical	Dec 1953	Feb 1959	98.0	2.0
Security	June 1954	-------	24.0	76.0

* abolished 1 June 1961

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Status of Records Control Schedules

DCI Area

Office	Prepared	Audited	Temporary	Permanent
Executive Registry	June 1956	Dec 1959	49.9%	50.1%
Cable Secretariat	Feb 1957	Oct 1960	95.0	5.0
Inspector General	June 1956	-------	23.0	77.0
Assistant, Coordination	Oct 1961	-------		100.0

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Tangible Savings - Records Management Program - Fiscal Years - 1954-1961

	1954	1955	1956	1957	1958	1959	1960	1961
Forms Management	88,960	113,322	75,000	163,750	9,247	14,000	32,405	84,510
Reports Management*	4,845	1,257	20,110	3,046	----	----	----	----
Correspondence Management*	53,017	18,845	----	----	----	----	----	----
Records Systems and Surveys	63,413	459,844	14,220	515,836	187,811	112,391	88,607	75,938
Records Disposition Records Center and Vital Records	265,816	224,346	515,900	1,390,588	800,000	553,000	975,426	954,538
Yearly Totals	477,051	817,614	625,230	2,073,220	997,058	679,391	1,096,438	1,114,986

Cumulative Savings 1954-1961 - $7,880,988

*Manpower Unavailable for Pursuing an Active Program on a continuing Basis.

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FORMS MANAGEMENT ACTIVITIES FISCAL YEARS 1952-1961

	1952	1953	1954	1955	1956	1957	1958	1959	1960	1961	1962
New	181	265	448	293	340	322	308	283	170	145	
Revised	99	106	229	554	335	312	264	315	267	206	
Reprints	609	798	781	360	831	885	871	787	813	712	
Obsolete	157	62	49	159	58	294	254	295	263	171	
Total Actions	1046	1231	1507	1366	1564	1813	1697	1680	1513	1234	

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